

SENIOR PAYROLL TECHNICIAN

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate paraprofessional work involving the preparation and maintenance of payroll or related records; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing payroll and other financial data; preparing and maintaining financial and related files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as a lead worker; trains and instructs subordinate personnel; assists subordinates with difficult payroll problems; reviews work; initiates corrective actions for errors as needed; provides technical guidance; assists supervisor with assigning and reviewing work and performing administrative tasks.
- Performs technical payroll work: ensures payroll database reflects accurate salary rates; identifies and corrects errors; reviews and verifies salary adjustment, calculations and data entry keyed into the master database by other personnel; updates reports and backs up documentation.
- Reviews final payroll edits prior to payroll processing; ensures accurate and complete information; identifies and corrects discrepancies and/or errors; submits corrected final edits for payroll processing.
- Balances, reconciles and transmits retirement and group life insurance data to the Virginia Retirement System.
- Provides customer service; responds to questions and requests for information regarding payroll related issues; researches and resolves payroll problems; explains and interprets payroll policies, procedures and regulations.
- Creates, structures and executes queries of the payroll databases; retrieves information from databases; and generates and utilizes spreadsheets for use in payroll reviews, analyses, calculations, summaries and reports.
- Reviews, analyzes and processes employee garnishments; ensures accuracy of calculations and deductions.
- Prepares W-2 forms for distribution to employees; submits W-2 files to the Social Security Administration; prepares related reports and documentation.
- Submits payroll direct deposit files to the bank.
- Prepares payroll reports as assigned; generates specific payroll reports using the automated financial management system; reviews and analyzes reports; and submits reports to appropriate departments, management and agencies.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of payroll methods, systems, processes and procedures; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; general knowledge of routine accounting principles; ability to maintain complex payroll records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to post accounts with speed and accuracy utilizing computer system; ability to operate efficiently a variety of office machines; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting or related field and considerable payroll experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.